

**2003 Newsletters Index
Personnel Issues & You
Issues 1-12, 2003**

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
03-01	January 1	<ul style="list-style-type: none">• Interim Employees• Local Tax Change – Clinton County• Payroll Classes• 2002 W-2 Tax Forms Correction• Spectera Utility Changes• Annual Employee Performance Evaluation• 2002 Newsletter Index
03-02	February 1	<ul style="list-style-type: none">• Annual Dues Deducted in February• Monthly Payroll Schedules for 2003• List of Creation and Run Dates for EFT Pre-notification Tapes and Datasets• Instructions for Accessing the W-2 Application
03-03	March 1	<ul style="list-style-type: none">• Important Change for U.S. Savings Bonds• Monthly Payroll Schedules for 2003• United Concordia Rate Changes• Save More Taxes than Ever Before• Changes to the “A” Screen in CICS• Savings Bonds Poster
03-04	April 1	<ul style="list-style-type: none">• Local Tax Update – Clinton County• New Nature of Action Code Y04• New Payroll Employee• Payment of Health Insurance Premiums Improved• Payroll Manual Updates On-Line• Blood Leave
03-05	May 1	<ul style="list-style-type: none">• Local Tax Updates• Payroll Manual Updates On-Line• Changes in Companies Authorized for Payroll Deduction• Agency Payroll and Personnel Staff List Updated• Personnel Cabinet Telephone Listing
03-06	June 1	<ul style="list-style-type: none">• Immediate Family Clarified• Life Insurance Premium Changes• Name and SSN Must Match on Form W-2• Life Insurance Renewal Rates• Typing Tests Eliminated• Voluntary Transfer/Demotion/Salary Retention Agreement Form
03-07	July 1	<ul style="list-style-type: none">• Local Tax Updates• New Salary Schedule• Emergency Employees• New Health Insurance System• Annual Increment for FY 2003-2004• July 1, 2003 Salary Schedule

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| 03-08 | August 1 | <ul style="list-style-type: none">• Local Taxes• Retirement Rate Changes• New Local Tax Code• Multiple State Contribution Report |
| 03-09 | September 1 | <ul style="list-style-type: none">• New Payroll Codes• Signature Authority• Local Tax Updates• Two of Personnel Cabinet's Finest Retire• Personnel Cabinet Telephone List |
| 03-10 | October | No <i>Personnel Issues</i> & <i>You</i> issued |
| 03-11 | November 1 | <ul style="list-style-type: none">• Rate Changes for Optional Payroll Deductions• Excess Annual Leave Deleted At Termination• Local Tax Updates• W-2 Training |
| 03-12 | December 1 | <ul style="list-style-type: none">• W-2 Schedule• SAS-27 Errors• TAX03 Instructions• Rate Changes for Optional Payroll Deductions• Health Insurance Information• Cross Reference (Active and Retiree) Contribution for 21 Counties |